REQUEST FOR POSITION SECURITY – HR
ISF048 FORM INSTRUCTIONS

Revised 04/14

This form is currently designed for use by agencies to establish, revise, and remove security related to a position.

Position No: Position number to be assigned LaGov HCM Security.

Personnel Area: Personnel Area that the position is assigned to.

Personnel Area Access: Agency numbers that the position should have access to display or maintain.

Limit Security   If position requires processing authority at the Agency Number(s) level, select **N**. If position
Within Agency: requires processing at a level lower than the Agency number, select **Y** and list the personnel
                                              administration group code(s) to which security should be granted.

Action (box):   Check appropriate action to be taken for position number displayed on form.

New Access   Establish LaGov HCM security for a position that previously did not have LaGov HCM security.

Revise Access   Revise access to a position that has LaGov HCM security. The security profile specified completely replaces the security profile previously associated with the position.

Remove Access   Remove all LaGov HCM security for a position that no longer requires LaGov HCM access. The LaGov HCM AUTHORIZATIONS section of the form **must** be left blank.

Temporary Auth.   Allow temporary processing access within LaGov HCM. Indicate the validity period for the temporary authorization by completing the Start Date and End Date.

Paid Agency EA Processor:

Basic Employee Administration   Processes HR Actions (except transfer); maintains HR Master Data; processes Benefit participation; administers Merit Increases and maintains PPR ratings; accesses Payroll Simulation, Quota Overview and Time Evaluation.

Enhanced Employee Administration   Contains all permissions of the BASIC EA role; processes Transfer actions; authorizes Off Cycle processing; maintains Time Quota Compensation/Reduction and Quota Corrections; includes Retro Authorization which allows the entry of changes which have an effective date prior to the current pay period.

EA Time Administration   Performs all Time Administrator functions on the personnel area level; maintains Planned Working Time, Time Evaluation and Quota Overview; includes Retro Authorization.

Organizational Management   Creates and maintains organizational units and positions; maintains organizational assignments.

Inquiry Only   Allows inquiry only access to the agency(s) authorized and statewide display access to Organizational Management data. If any EA Processor role has been selected, this role is not necessary.

Non-Paid Agency EA Processor:

Organizational Management

Creates and maintains organizational units and positions; maintains organizational assignment; includes Retro Authorization which allows entry of changes which have an effective date prior to the current pay period.

Employee Administration

Processes LaGov HCM Actions including hire, rehire, transfer, separation, position characteristic changes and organizational assignments; maintains HR Master Data; administers Merit Increases and maintains PPR ratings; includes Retro Authorization which allows the entry of changes which have an effective date prior to the current pay period.

Inquiry Only

Allows inquiry only access to the agency(s) authorized and statewide display access to Organizational Management data. If EA Processor role has been selected, this role is not necessary.

Special Reporting Roles:

FI / Org Reports

Agency Fiscal Staff only. This role grants reporting access to an agency(s) Financial Data within LaGov HCM. If user has Inquiry Only access, then this role is not necessary.

Payroll Cost Reports

Agency Non Fiscal Staff only. This role grants limited financial reporting access within LaGov HCM. The role can be given to non fiscal staff that have a business need for payroll expenditure information.

Special Reporting Roles:

Training Coordinator

Provides information and runs reports on employee course enrollment, qualifications, etc. Approves and schedules courses for employees who do not self-enroll through LSO.

Training Reports Only

Runs reports on employee training activities and qualifications. If Training Coordinator has been selected, this role is not necessary.

LaGov HCM Time Administrator:

Enters attendance and absences, certain premium, shift differential and on-call pays.

Pers. Area(s) /
Time Admin Group(s)

Agency number(s) and Time Administrator group number(s) that time administrator has authority to access.

Available Security Not on Form:

DPS/WLF Reporting

Allows special reporting for Public Safety or Wildlife and Fisheries only.

DOTD Business Manager

Allows performance of business functions for districts or programs which include payroll, procurement, information technology, training, etc. - for DOTD only

Urgent

This box should only be selected when a processing deadline would not otherwise be met.

The agency Security Administrator or Alternate must print the form and obtain the required signatures before submitting the form. The agency Security Administrator and Alternate are responsible for retaining a signed copy of each form submitted for audit purposes.